

SECRET

DIARY  
Special Asst. (Admin.O to DD/I)

Thursday, 26 March 1953

1. Represented DD/I at a meeting called by the Office of Training to discuss procedures for implementation of the basic intelligence training course. It was agreed that a temporary exemption would be made based on a blanket request to be submitted by me exempting all DD/I employees who report for duty directly in the field, such as certain employees of the contact field Offices. Other professional employees will be automatically scheduled for the training course as part of the entrance-on-duty procedure unless an exemption is requested by the Intelligence Office concerned. It is planned that a new course will be started the first Monday of each month and that employees who report for duty during the month will report to their Office for work until the beginning of the course. It was agreed that Personnel and Training would jointly write up the procedure agreed to at the meeting, for the information of all concerned.

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2. Met with [REDACTED] to discuss the approach to be followed by the Committee which has been established to consider the functional aspects of emergency planning. It is planned that the first meeting of the Committee will be held early in April.

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3. Discussed with [REDACTED] of the Cable Secretariat, the problems which the Signal Center and the Cable Secretary have encountered in the handling of the teletype traffic between the Intelligence Offices and ATIC. I agreed that an effort would be made to establish a uniform procedure, ~~which have been established for each of the Offices.~~ As it appeared most appropriate that all such material be handled directly through O/CD, I requested that [REDACTED] follow up on the matter.

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